



**USG Shared Services Initiative**  
*"Creating A More Educated Georgia"*

**Board of Regents of the  
University System of Georgia  
eTIME® Employee User Guide**

**Project View Time Card for  
Monthly and Faculty Employees**

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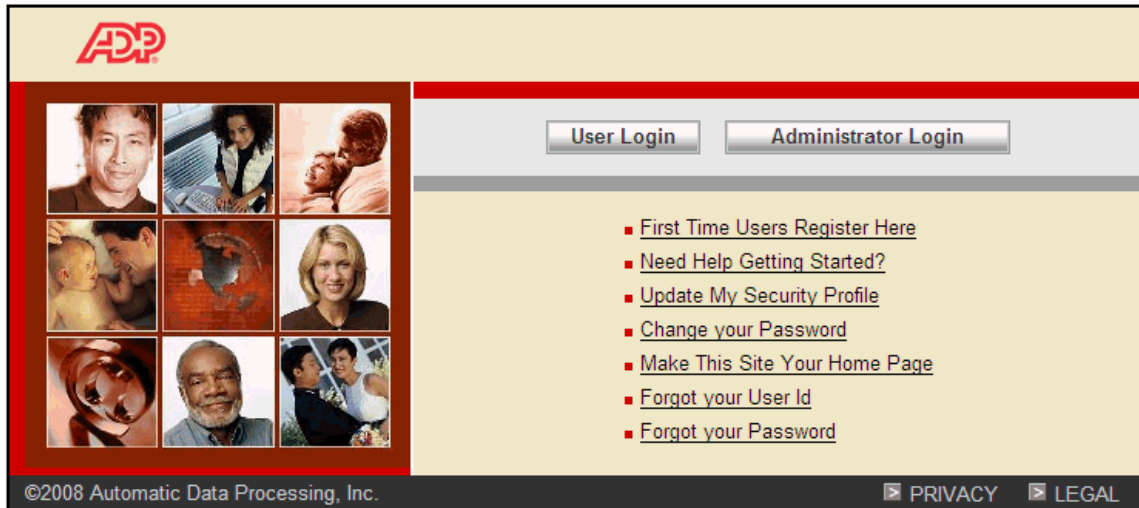
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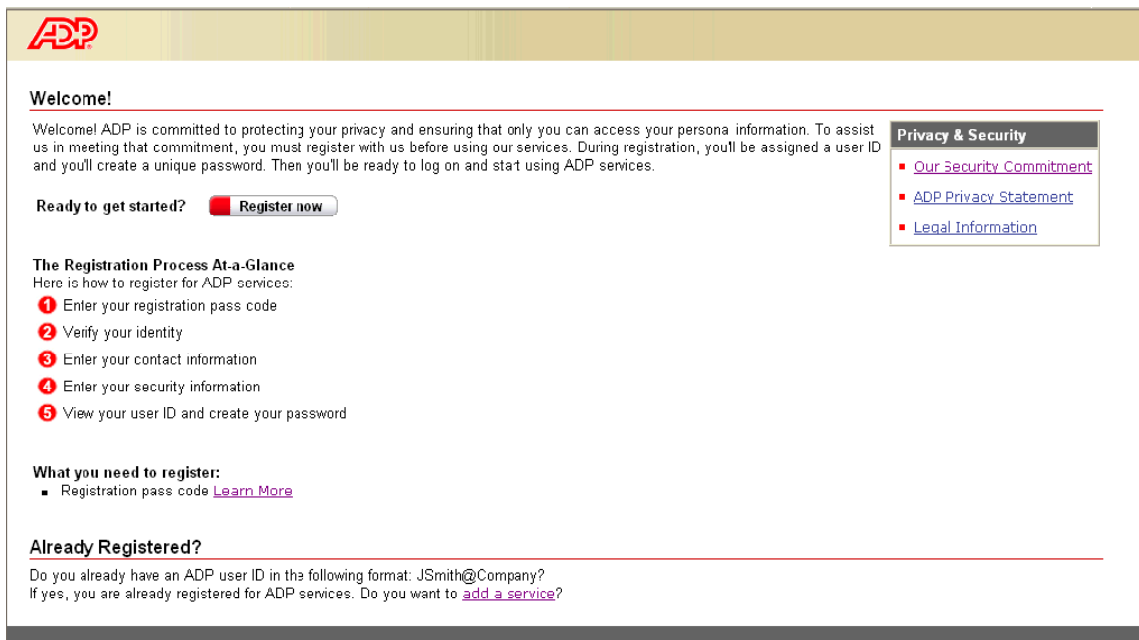
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## Registering for Self Service

1. Launch your web browser and go to: [www.portal.adp.com](http://www.portal.adp.com)
2. Click the **First Time Users Register Here** link on the Self Service Login page.



3. Click **Register Now**.



4. Enter your **Registration Pass Code** provided to you by Human Resources, and click **Next**.

**ADP**

**Register for ADP Services**  
Please enter the following information to register for ADP services.

**Step 1 of 6**

**1. Enter Your Registration Pass Code**

Your employer provided you with a registration pass code when they instructed you to register online for ADP services. If you don't know what your pass code is, contact your administrator for assistance.

**Note:** The pass code is not case-sensitive.  
▶ = Required

**Registration Pass Code:** ▶  (Example: Genco-1234abc)

**Next**

5. Select to verify with either your SSN or TIN, using the full number of digits.

**ADP**

**Register for ADP Services**  
Please enter the following information to register for ADP services.

**Step 2 of 5**

**2. Verify Your Identity**

ADP is committed to protecting your privacy and ensuring that only you can access your data. We ask for some personal information so we can confirm that you are the individual you claim to be. Then we can provide you with the appropriate online access to ADP services.

**I want to verify my identity using:**

Social Security Number (SSN)  
 Individual Taxpayer Identification Number (ITIN)

Your SSN is used during the account creation process; it is not used for any other purpose.

▶ = Required

**First Name:** ▶  (Your legal first name; do not enter a nickname.)

**Middle Initial:**

**Last Name:** ▶  (Apostrophes and hyphens are allowed.)

**SSN:** ▶  (All nine digits in any format)

**Confirm SSN:** ▶  (All nine digits in any format)

**Date of Birth:** ▶  (Month) ▶  (Day)

**Next** **Cancel**

Copyright © 2007 ADP Inc. [PRIVACY & SECURITY](#) [LEGAL](#)

Internet 100%

6. Enter your data in the fields with the ▶. After completing these fields, click **Next**. *Please Note – you must enter your name as it appears in the HR/Payroll system of record.*

**Next**

7. In rare circumstances, a second page (below) of *Verify Your Identity* may appear. This may be due to incorrect data being entered in the previous screen. If this occurs, click **Cancel** and verify your entered information. Note – you must enter your name as it appears in the HR/Payroll system of record. If all data is correct and you are still seeing this form, please contact the SS Help Desk for more information.

**ADP**  
**Register for ADP Services**  
Please enter the following information to register for ADP services.

**Step 2 of 6**

1. Enter Your Registration Pass Code  
**2. Verify Your Identity**  
3. Enter Your Contact Information  
4. Enter Your Security Information  
5. View Your User Id & Create Your Password  
6. Confirmation

**Verify Your Identity**  
We need some more information in order to verify your identity. Please complete the information on this page.

▶ = Required

**A. Select a Service**  
Service: ▶ Self Service

**B. ADP Self-Service Information**  
Your employer sent you a letter with your Employee ID and PIN. If you do not know what your Employee ID or PIN is, contact your manager or system administrator.

Employee ID: ▶   
PIN: ▶

**Next** **Cancel**

8. Complete the fields on your Contact Information and click **Next**.

**ADP**  
**Register for ADP Services**  
Please enter the following information to register for ADP services.

**Step 3 of 6**

1. Enter Your Registration Pass Code  
2. Verify Your Identity  
**3. Enter Your Contact Information**  
4. Enter Your Security Information  
5. View Your User Id & Create Your Password  
6. Confirmation

**Enter Your Contact Information**  
Your e-mail address is only used for notifications. If necessary, you can change this information later.

▶ = Required

First Name: ▶  MR:   
Last Name: ▶  (Apostrophes and hyphens are allowed.)  
Business/Personal E-Mail: ▶  (This e-mail address is only used for notifications.)  
Confirm E-Mail: ▶   
Phone: ▶  (Area code and number in any format.)

**Next** **Cancel**

9. Complete all the fields on your Security Information and click **Next**.

10. The View Your Userid and Create Your Password screen will appear. Your user ID is displayed.

Note: The security questions and answers are used if you forget your logon credentials. Be sure to choose information that you can readily remember.

11. Enter your password in the **Create Password** field.

Note: Your password must be a minimum of 8 characters and contain at least one alpha and either one numeric or special character. Your password is case-sensitive.

5. New Your User ID & Create Your Password

5. Confirmation

**Create Your ADP Services Password**

Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character.

Note: Your password is case sensitive.

▶ = Required

Create Password:  (Example: Password01)

Confirm Password:

12. Re-enter your password in the **Confirm Password** field and click **Submit**.

5. New Your User ID & Create Your Password

5. Confirmation

**Create Your ADP Services Password**

Your password must be at least 8 characters long and must contain at least 1 letter and either 1 number or 1 special character.

Note: Your password is case sensitive.

▶ = Required

Create Password:  (Example: Password01)

Confirm Password:

13. The Confirmation page will appear. You are now registered for Self-Service. Click **Close**.

**ADP**

**Register for ADP Services**

Please enter the following information to register for ADP services.

Step 6 of 6

1. Enter Your Registration Pass Code  
2. Verify Your Identity  
3. Enter Your Contact Information  
4. Enter Your Security Information  
5. View Your User ID & Create Your Password

**5. Confirmation**

Thank you for registering!  
You can now log on to, and start using, your ADP services.

Note: An e-mail containing your User ID has been sent to the address you provided.

**Log On to an ADP Service**

The following ADP services are currently available to you. Select a service and click Log On. If you want to log on later, click Close.

Your ADP Service

**Add ADP Services**

The following additional ADP services are available to you. To associate another service with your user account, click Add Another Service.

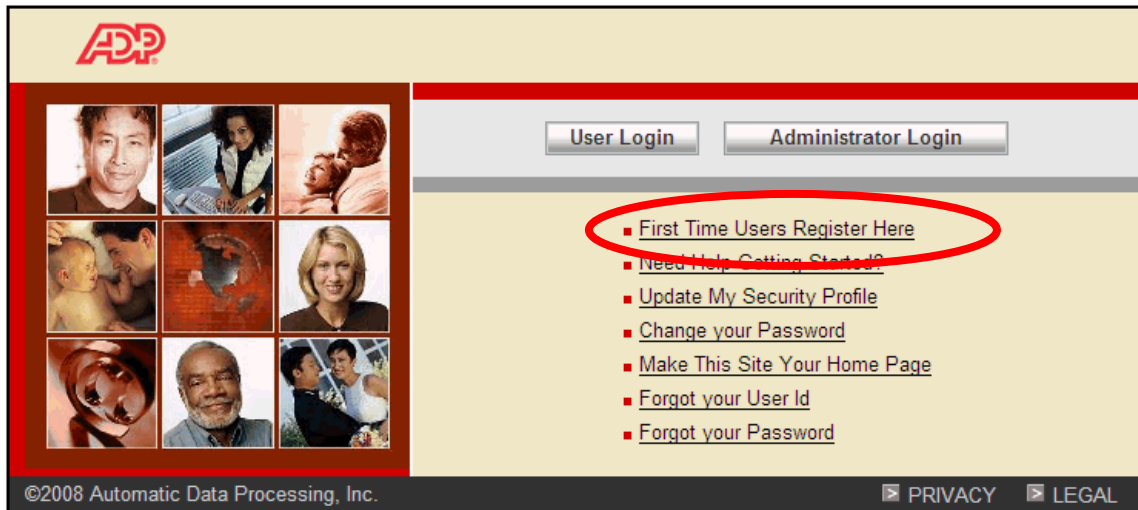
• ADP Service

You will receive a “Confirmation of Registration” email message that contains your User ID.

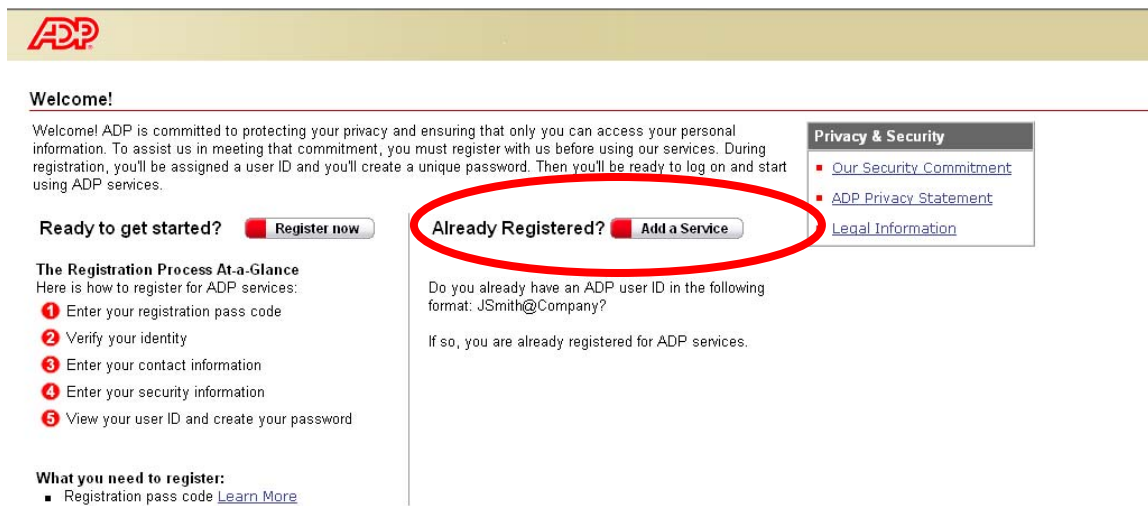
The next step is to add Additional Services, so that you have access to eTIME.

## Adding eTIME

1. Go back to the Portal main login page: <http://portal.adp.com> and select “First Time Users Register Here”



2. Click **Add a Service**.



3. On the Enterprise eTIME line, choose **Add**.

Manage My Profile Change My Password Manage My Services

Manage My Services

The following ADP services are currently available to you. To associate another service with your user account, click **Add**. To remove a service from your account, click **Delete**.

If you have a service that is pending and want to use your pay statement or form W-2 to associate that service with your user account, click **Try Again**.

**Important:** If ADP services are displayed without Add/Delete options next to them, you automatically have access to those products. You don't need to add them separately.

Service	
Self Service	
iPayStatements	
Enterprise eTIME	<a href="#">Add</a>

4. Enter your Employee ID number and click **Submit**.

ADP Welcome, Diana Grillo

Manage My Profile Change My Password Manage My Services

**Verify Your Identity**

We need some information in order to verify your identity. Please complete the information on this page.

▶ = Required

**Enterprise eTime Information**

Employee ID: ▶  (Your Employee ID is provided by your manager or system administrator.)

5. Upon successful completion, you will see the following screen:

ADP Welcome, John Doe

Manage My Profile Change My Password Manage My Services

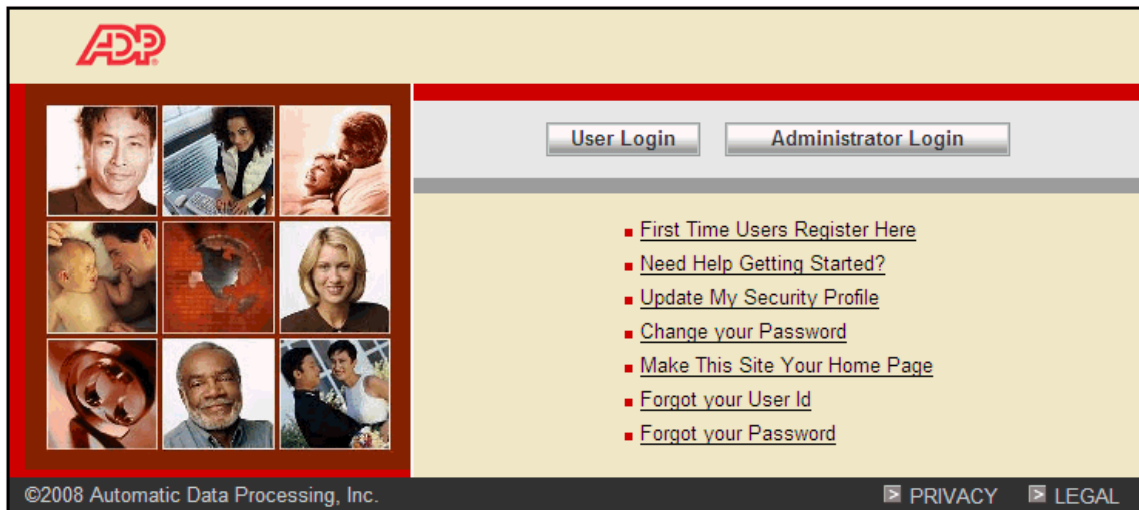
**Manage My Services**

The following ADP services are currently available to you. To associate another service with your user account, click **Add**. To remove a service from your account, click **Delete**.

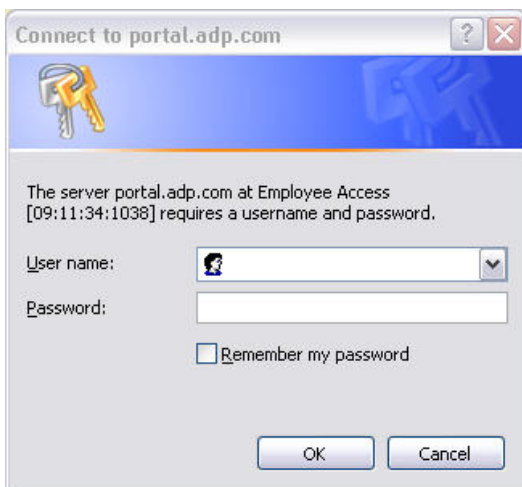
✔ <<Service Name>> has been added successfully.

## Logging in to eTIME

1. Go to the ADP Portal site at <http://portal.adp.com>.



2. Click **User Login**.



3. Enter the User ID that was given to you during the registration process and the password that you chose.
4. Click **OK**. ADP Home Page appears.

Welcome Sharon Ellis  
Today is Apr 7, 2009

Home | Manager | Time | Myself | Money | Benefits | Career

Language Option: English | [Español](#)

**What's New**

Welcome To The  
USG Employee Self-Service Portal

- To access the eTime system, go to the "Time" tab above
- To access your benefits, select the "Benefits" tab above

**Recommended Links**

Click the links below for additional information:

[USG Site](#)

**Benefits News**

Customized text is entered here.

**Forms Library**

The [Forms Library](#) is a repository for all forms employees may require

Today is Apr 7, 2009

Home | **Manager** | Time | Myself | Money | Benefits

Language Option: English | [Español](#)

5. Click the **Time** tab at the top of the page.

**Time and Attendance**

Click the link below to update your time and attendance (t)

[eTIME](#)

6. Click the **eTIME** link.

You are now in the eTIME application.

## Project View Time Card for Monthly Employee

The Project View timecard for Monthly Employees is to record the usage of Exception time such as Vacation or Sick. It records the total number of hours to be deducted from the accrual of the Exception Time Accrual buckets.

On the 28<sup>th</sup> of each month the accrual process will be generated automatically by eTime. It will add to the Accrual buckets the amount of monthly accrual that your leave enrollment permits.

The recording of the Exception Time to be taken will only be allowed if you have the amount within the Accrual bucket. If you do not have the time in the bucket, a message will be displayed to you when you try to enter the time on the time sheet.

For example, you need to take 16 hours of Vacation leave but you only have 10 hours in your Vacation Accrual. eTime will only allow you to use the 10 hours. eTime will display that you only have 10 hours and it will not allow you to save your timecard until you only enter the 10.

You must still adhere to the Board of Regents Policy (802.07.02 SICK LEAVE WITH PAY) regarding Sick Leave. This policy can be viewed at this website.

<http://www.usg.edu/regents/policymanual/800.phtml>.

## Entering Exception Time in a Project View Timecard

Click in the cell on the day where you need to record Exception Time. Type the number of hours to be recorded. To enter your Exception Time, follow these steps:



The screenshot shows the eTime Project View Timecard interface. At the top, it displays "TIMECARD" and "Loaded: 2:40PM". Below this, there are fields for "Name & ID" (Miller, Stanley) and "MONTHLY9220", and a "Time Period" dropdown set to "Current Pay Period". A navigation bar includes "Save" (with a red box and number 7), "Punch", "Amount", "Accruals", "Comment", "Approvals", "Reports", and "Leave".

The main area shows a weekly grid for three weeks. The first week starts on Sun 3/29. The second week starts on Sun 4/05. The third week starts on Sun 4/12. Each row represents a day, and columns represent dates. The "Pay Code" column has dropdown menus. Red arrows and numbers indicate the following steps:

1. Click the drop down in the Pay Code column, select the Pay Code that applies to the Exception Time (vacation, sick) used
2. The actual hours used will be entered on the day of the Exception Time.
3. Click the "Save" button
4. Click the "Punch" button
5. Click the "Amount" button
6. Click the "Accruals" button
7. Click the "Leave" button

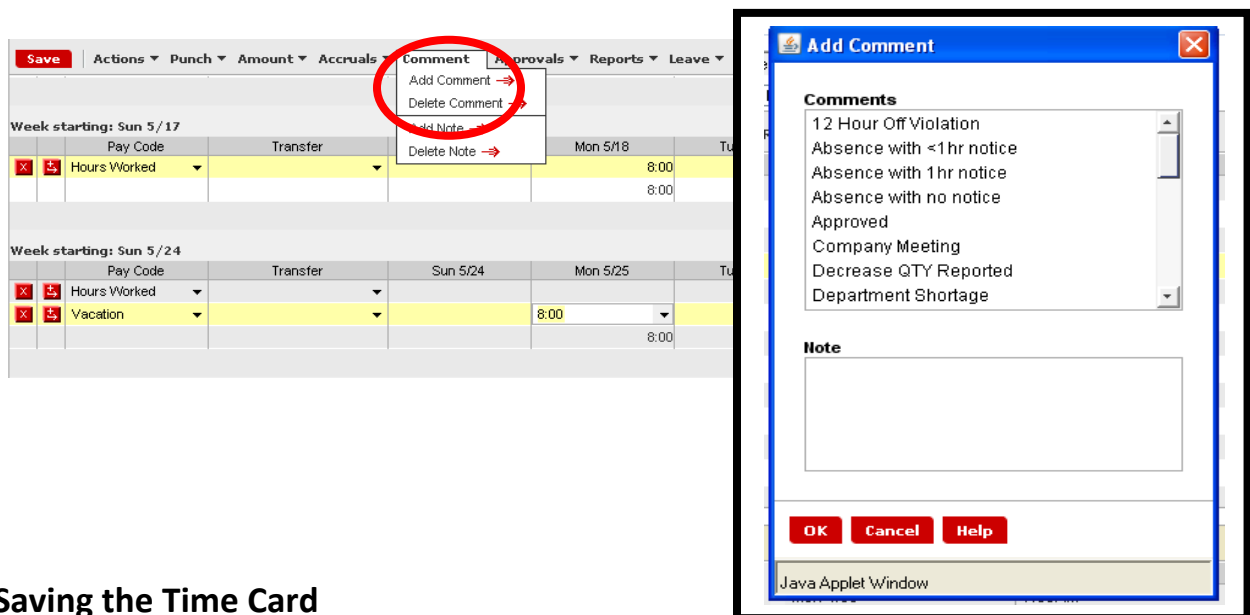
1. Click the drop down in the Pay Code column, select the Pay Code that applies to the Exception Time (vacation, sick) used

2. The actual hours used will be entered on the day of the Exception Time.

3. If both types of Exception Time (vacation, sick) need to be recorded on the same week, insert a row by clicking the  icon. A new row will appear below the Pay Code for the first Exception Time.
4. On the new row from the drop down in the Pay Code column, select the Pay Code that applies to the Exception Time (vacation, sick) used.
5. On the new row of the Pay Code, enter in the day column the hours which were used for the Pay Code.
6. To remove a Pay Code if placed in error, click the  icon. You will be asked to “Erase data for the entire row?” Click Yes. The row will disappear when you Save the Timecard.
7. Click ‘Save’. Notice that the TimeCard title is orange but once saved turns black.

## Adding Comments

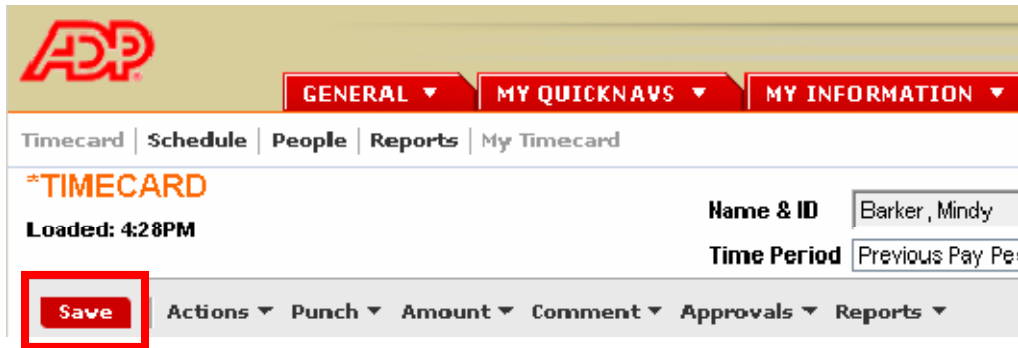
To add a comment to any cell, right-click in the cell and choose ‘Add Comment’, or **Comment > Add**.



The image shows a screenshot of a timecard application. On the left, a table displays timecard data for two weeks. A context menu is open over the 'Hours Worked' cell for the first week, with the 'Add Comment' option circled in red. On the right, an 'Add Comment' dialog box is shown. The dialog has a title bar with a close button. It contains a list of comment options: '12 Hour Off Violation', 'Absence with <1hr notice', 'Absence with 1hr notice', 'Absence with no notice', 'Approved', 'Company Meeting', 'Decrease QTY Reported', and 'Department Shortage'. Below the list is a text area labeled 'Note'. At the bottom of the dialog are 'OK', 'Cancel', and 'Help' buttons. The dialog is titled 'Add Comment' and is a 'Java Applet Window'.

## Saving the Time Card

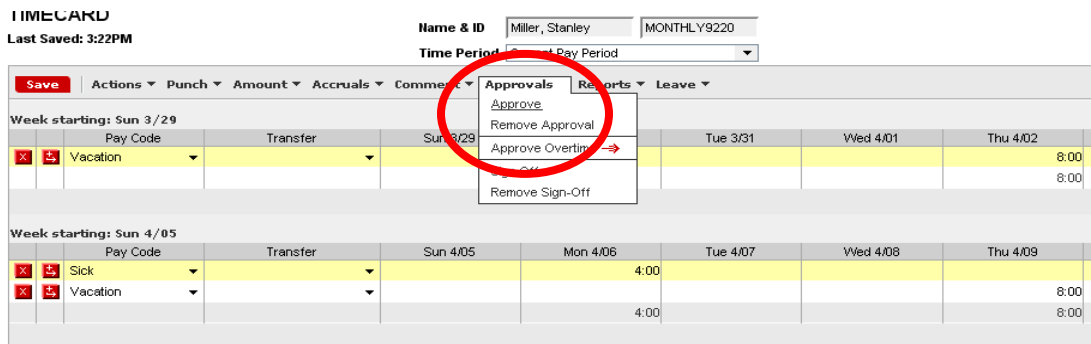
You need to save your changes to your timecard. The word TIMECARD will be orange indicating changes had been made and saving is required. Click Save from the menu bar.



## Approving the Timecard

Approving your timecard 'submits' your time card for manager approval. Approval lets a manager know that the timecard is accurate, complete and ready to be sent to payroll for processing.

Approval can be *removed* if a manager has not submitted the timecards to payroll.



Click on '**Approvals**' then '**Approve**'

## Viewing Accruals in eTime

Accrual Balances are updated instantly once the Timecard is saved. The Accruals Tab at the bottom left of the Timecard will reveal the balances for your Exception Time.

### Accrual Detail Tab

Accrual Detail Tab reveals the balances of your Accruals for the current calendar year as well as the totals of the Exception Time taken to date along with the requested that has not be used as of yet.

TOTALS & SCHEDULE		ACCRUAL DETAIL	ACCRUALS	AUDITS					
<span style="border: 1px solid red; padding: 2px;">1</span> → Balance as of 4/30/2009 <span style="border: 1px solid red; padding: 2px;">Apply</span>									
Type	Reporting Period	Units	Carryover Amount	Earned To Date	Taken To Date	Available	Planned Takings	Pending Grants	Ending Balance
Personal	1/01/2009 - 12/31/2009	Hour	0.00	40.00	0.00	40.00	0.00	0.00	40.00
Sick	1/01/2009 - 12/31/2009	Hour	0.00	40.00	4.00	36.00	0.00	0.00	36.00
Vacation	1/01/2009 - 12/31/2009	Hour	0.00	80.00	16.00	64.00	8.00	0.00	56.00

1. Balances will be reflected based on the date selected in the Balance as of field. Select the date then click the Apply button.

2. The column labeled “Earned To Date” reveals the balance of your accrual as of the date selected in step 1.

3. The column labeled “Available” reveals the amount of hours that have been recorded as taken during the calendar year as of the date selected in step 1.

4. The column labeled “Taken To Date” reveals the amount of hours that are available for use which is the result of subtracting the hours in the Taken column from the hours in the Earned To Date column.

5. The column labeled “Planned Takings” reveals the amount of hours that have been recorded to be taken during the calendar year after the as of the date selected in step 1.

6. The column labeled “Ending Balance” reveals the amount of hours that are available after those hours in the Planned Takings column have been subtracted from the Available hours. This balance will be reflected on the Accruals Tab in the “Balance Without Projected Credits” column.

### Accruals Tab

Accruals Tab reveals the projected Balances based on the accruals that will be produced during the calendar year.

Important Reminder: You are not allowed to take Exception Time (Vacation, Sick) that has not yet been earned and deposited into the Accrual buckets.

**TIMECARD**

Loaded: 3:45PM

Name & ID Miller, Stanley MONTHLY9220  
 Time Period Current Pay Period

<span>Save</span>   <span>Actions</span>   <span>Punch</span>   <span>Amount</span>   <span>Accruals</span>   <span>Comment</span>   <span>Approvals</span>   <span>Reports</span>   <span>Leave</span>										
Week starting: Sun 3/29										
	Pay Code	Transfer	Sun 3/29	Mon 3/30	Tue 3/31	Wed 4/01	Thu 4/02	Fri 4/03	Sat 4/04	Total
X	Vacation						8:00			8:00
							8:00			8:00
Week starting: Sun 4/05										
	Pay Code	Transfer	Sun 4/05	Mon 4/06	Tue 4/07	Wed 4/08	Thu 4/09	Fri 4/10	Sat 4/11	Total
X	Sick			4:00						4:00
X	Vacation				4:00					8:00
							8:00			12:00
Week starting: Sun 4/12										

TOTALS & SCHEDULE	ACCRUAL DETAIL	ACCRUALS	AUDITS							
Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Proj. Balance	Balance without Projected Credits			
Holiday	2.0	Day	1/01/2010	0.0	2.0	2.0	2.0			
Sick	40.00	Hour	1/01/2010	0:00	40:00	40:00	40:00			
Sun	40.00	Hour	1/01/2010	0:00	40:00	40:00	36:00			
Vacation	80.00	Hour	1/01/2010	8:00	80:00	120:00	56:00			

1. The column labeled “Balance on Selected Date” reveals the balance of your accrual as of the last accrual update which occurs on the 28<sup>th</sup> of each month when your amount earned is added and the hours used is subtracted.
2. The column labeled “Balance without Projected Credits” reveals the balance of your accrual with the amounts used during the current month that have been recorded on the current timecard or any future request.